

United States Government

Department of Energy

Bonneville Power Administration

memorandum

DATE: February 27, 2015

REPLY TO
ATTN OF: NHE-1

SUBJECT: Second Addendum to Personnel Letter 451-01

TO: Brian Carter–NH, HR Director

The purpose of this amendment is to modify sections of Personnel Letter (PL) 451-01, Recognition System, to align with the performance rating levels of BPA's current Performance Management Program. This amendment modifies BPA's Recognition System as follows:

- A. Paragraph 1 of Addendum to Personnel Letter 451-01, dated December 11, 2013 is rescinded. The remaining paragraphs of the addendum remain in effect.
- B. PL 451-01, Section IX, C, 4, d, Eligibility for Performance Awards is changed to:

To be eligible for an individual performance award, an employee must be on the employment rolls on the last day of the performance period and have a qualifying rating of record (i.e., meets expectations or higher).

- (1) **For annual managers**, performance awards are:
 - a. Mandatory for Significantly Exceeds (SE) Expectations ratings for employees that do not receive a QSI;
 - b. Mandatory for Exceeds Expectations (EE) ratings; and
 - c. Mandatory for Meets Expectations (ME) ratings with total weighted critical elements equally divided between EE and ME and no critical element rated below the ME level.
 - d. Discretionary for Meets Expectations (ME) ratings with less than total weighted critical elements equally divided between EE and ME and no critical element rated below the ME level. Awards pool managers may consider the number of critical elements rated EE in their decision to pay an award at this level for employees.

The average individual performance award for SE ratings must be higher than the average award for EE ratings, which must be higher than the average award for ME ratings for each organizational pay pool.

GS managers may receive either a cash performance award or a Quality Step Increase (QSI, but not both).

- (2) **For all other employees**, performance awards are:
 - a. Mandatory for Significantly Exceeds (SE) Expectations ratings for employees that do not receive a QSI;
 - b. Mandatory for Exceeds Expectations (EE) ratings; and

- c. Mandatory for Meets Expectations (ME) ratings with total weighted critical elements equally divided between EE and ME and no critical element rated below the ME level.
- d. Discretionary for Meets Expectations (ME) ratings with less than total weighted critical elements equally divided between EE and ME and no critical element rated below the ME level. Awards pool managers may consider the number of critical elements rated EE in their decision to pay an award at this level for employees.

The average individual performance award for SE ratings must be higher than the average award for EE ratings, which must be higher than the average award for ME ratings for each organizational pay pool.

Employees may receive either a cash performance award or a QSI, but not both.

Additionally, there shall be no quotas set for summary ratings distributions as these ratings are to be made based on objective measures of actual performance.


This amendment expires upon its rescission or replacement of PL 451-01, whichever occurs first.



Joseph Masisak, Jr.

Supervisory Human Resources Specialist (Employee & Labor Relations)

APPROVED:



Brian E. Carter
Human Resources Officer

2/27/15
Date

cc:

Official File—NHE-1